

Civil Division: Mohawk Valley Water Authority
Jurisdictional Class: Competitive
EEO Category: Technicians
Revised: 12/23/2024

HEAD WATER UTILITY PERSON

DISTINGUISHING FEATURES OF THE CLASS: This position exists at the Mohawk Valley Water Authority and involves technical, supervisory work with responsibility for evaluating, implementing, and maintaining adequate water pressure, consumption, tank and reservoir levels, and reducing leakage throughout the water distribution system. The incumbent is responsible for developing, supervising, and directing the adjustments of pumps, regulators, motors, and valves. The work is performed under the general supervision of the Principal Engineer (Water Board), in accordance with established policies, procedures, and objectives, and requires the exercise of independent judgment in managing the details of the work. Difficult or unusual technical problems are reviewed with the Principal Engineer (Water Board). Supervision is exercised over the activities of lower-level water utility personnel. The incumbent performs related duties as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Evaluates and supervises the adjustment of pumps and valves to accommodate varying demands for water flows and pressures;
Develops and supervises the implementation of a maintenance program for pumps, motors, regulators and valves;
Directs the adjustments of pumps, regulators, altitude and boundary valves to ensure proper system operation;
Analyzes daily and hourly reports of water pressure, consumption, tank and reservoir levels;
Evaluates and coordinates investigations of complaints regarding high or low-pressure and roily waters;
Develops procedures for and supervises the recording of pressure on newly installed and existing hydrants;
Develops procedures for and supervises in the maintenance of water pressure, consumption, distribution and supply of flows within the distribution system;
Responsible for maintaining related records in the preparation of activity reports;
Coordinates and supervises leak survey activities and gives directions regarding opening and closing of valves, when making special leak surveys;
Supervises field analysis where applicable, and coordinates with troubleshooters when needed on water quality procedure and sampling;
Supervises and issues directions regarding pumping operations and valve changes necessary to handle emergencies, such as serious leaks or main breaks as well as during major fires or other periods of high use.

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FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the methods, tools and equipment used in operating a water distribution system including locating leaks and a municipal water system; comprehensive knowledge of the geography of the water system; thorough knowledge of the operations and maintenance of water pressure valves and pumps; thorough knowledge of the principles of hydraulics, as they relate to maintaining adequate water levels and pressure; ability to develop appropriate training procedures and to train subordinates in the use of water system equipment; ability to analyze and interpret statistical records and prepare comprehensive reports relating to water pressure, consumption and supply; dependability; accuracy; thoroughness.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma **AND** four (4) years of experience involving the adjustment of pumps, regulators, and valves to maintain adequate water pressure in a municipal water system.

SPECIAL REQUIREMENTS:

1. Possession of an appropriate level, valid New York State Driver's License at time of application. This license must be maintained throughout appointment.
2. Successful completion of a confined space entry supervisor course at time of appointment. Course must be completed on an annual basis throughout appointment.

NOTE: Verifiable part-time experience will be pro-rated toward meeting full-time experience requirements.

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